



VACANCY ANNOUNCEMENT

POSITION: ADMINISTRATIVE INTERN

POSITION INFO: FALL 2010, Part-time

DUTY LOCATION: Washington, DC

CITIZENSHIP REQUIREMENT: Must be U.S. citizen

CONTACT: Kathleen J. Michels
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ABOUT THE COMMISSION: The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implication of restrictions on speech and access to information in China. Its mission is to make recommendations to Congress concerning matters of concern in these areas.

DESCRIPTION: The Commission is seeking undergraduate-level interns to assist the administrative staff in the day-to-day operations of the Commission. Interns will engage in a wide array of activities, including preparations for meetings and providing administrative and operational assistance to Commissioners and USCC staff members in such areas as budget and accounting, personnel management, procurement and acquisition, travel management, website management, records management, and editing and formatting hearing transcripts, reports, and official correspondence.

Candidates should be college sophomores, juniors, or seniors in good standing, and must be U.S. citizens or permanent residents (holding a valid Green Card) with legal authorization to live and work in the United States. Candidates should have an interest in office or business management. Candidates should demonstrate strong organizational and writing skills, excellent communication skills, proficiency in word or data processing, and be willing to undertake a variety of operational and administrative tasks.

Administrative interns will be expected to work part-time during an academic semester. Interns not receiving academic credit for their work may qualify for a monthly stipend.

HOW TO APPLY: Please visit www.uscc.gov and complete the application form for Administrative Intern and submit to Kathleen J. Michels at kmichels@uscc.gov or to Christopher P. Fioravante at cfioravante@uscc.gov.